STATE OF SOUTH CAROLINA

Class Code   **AJ67**   Band   08

Class Title   **Senior Data Base Administrator**

<u>General Nature of Work</u>:

Oversees administration of multiple, complex database applications; determines proper hardware and software environments for specific database applications; assists technical personnel in database tuning and performance issues; advises upper management in the project direction and procurement of database projects.

<u>Guidelines for Class Use/Distinguishing Characteristics</u>:

<u>Examples of Work</u>:

Plans and implements a strategic plan for deploying database management projects by evaluating and determining the appropriate hardware, software and/or operating system required for successful implementation and ongoing maintenance ensuring that database performance and integrity meet service level agreements while addressing all aspects of the development life cycle.

Consults with member of the development/technical team on database development and collaborates on physical and logical design reviews.

Participates in the development of database standards and procedures.

Coordinates and provides support to Applications Development, System Administrators and Operation Support for database systems in the organization through out the development life cycle maintaining multiple production and development environments.

Performs database installation, configuration, setup, and monitoring and administration, assist in the proper tuning of databases, recommend and assist in appropriate database tuning techniques and usage of performance software tools to assist technical staff.

Supports the reporting and business intelligence systems.

Implements complex backup and restore procedures.

Develop disaster recovery, planning procedures.

Provide after hours support.

Evaluates databases and make recommendations to agency management on the procurement of database software, database management tools, and the necessary hardware and software for optimal database performance.

Proactively monitors, supports and manages database utilization; identifies and averts performance and tuning trends or problems that could degrade system performance or availability.

Establishes and maintains contact with vendors for software support and problem resolution; maintains knowledge of current enhancements in database software.

Maintains system integrity and compliance with standards; makes recommendations to technical personnel for database improvements and upgrades where appropriate.

Note: The examples of work listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment of the position. The intent of the listed examples is to give a general indication of the levels of difficulty and responsibility common to all positions in this class.

<u>Knowledge Skills and Abilities</u>:

Knowledge of multiple database management systems, concepts and design methodologies.

Knowledge of database structures, data security, systems integrity and monitoring and auditing activities.

Knowledge of multiple computer operating systems and hardware platforms, and their compatibilities with database systems.

Ability to integrate technical systems with agency goals and objectives.

Ability to prepare and present technical and non-technical reports in a clear and concise manner.

Ability to establish positive working relationships with technical staff, customers and others involved in database management.
Ability to manage subordinate technical staff in the design and support of database management systems.
Ability to work independently or lead the planning and completion of diverse database and infrastructure tasks.

Note: The knowledge, skills and abilities listed are not necessarily inclusive of the requirements for every position in the class.

<u>Necessary Special Requirements</u>:

<u>Minimum Requirements</u>:

A bachelor's degree in computer science, information systems, or related field and experience in systems development and maintenance, technical support or the support of complex database management systems. Related experience may be substituted for the bachelor's degree on a year-for-year basis.

Note: Additional requirements may be applicable for individual positions in the employing agency.